



PLANNING APPLICATION
CITY OF ENCINITAS
DEVELOPMENT SERVICES DEPARTMENT



www.encinitasca.gov

505 South Vulcan Avenue

Encinitas, California 92024

(760) 633-2710 or planning@encinitasca.gov

Application No.: _____

Date of Application: _____

Community Area: _____

**** Appointment Required Prior to Submittal ****

REQUIRED: Digital Copy (PDF) of ALL documents (Application, Plans, Reports, etc.)

See Planning Application Guide, Document Submission Standards & File Naming Conventions Guidelines on the Customer Self Service (CSS) Homepage found here: <https://portal.encinitasca.gov/CustomerSelfService#/home>

Projects are not considered to be submitted until all invoices are paid.

PROJECT

Project Name: _____

Project Address: _____ APN: _____

Between: _____ And: _____
(Street) (Street)

Scope of Work: _____

☐ **PROPERTY OWNER*** ☐ **APPLICANT***

Name: _____ Company Name: _____

Address: _____

City/State/ZIP: _____

Phone: _____ Alt. Phone: _____ Email: _____

☐ **APPLICANT*** (Business Owner) ☐ **AGENT**

Name: _____ Company Name: _____

Address: _____

City/State/ZIP: _____

Phone: _____ Alt. Phone: _____ Email: _____

☐ **ARCHITECT** ☐ **ENGINEER** ☐ **DESIGNER**

Name: _____ Company Name: _____

Address: _____

City/State/ZIP: _____

Phone: _____ Alt. Phone: _____ Email: _____

*Property Owner is the applicant except in certain circumstance; please check with staff. Please note that the applicant/agent will receive notification of project updates via email.

OWNERS CERTIFICATE

1. I understand there are no assurances at any time, implicitly or otherwise, whether provided to me in writing or by oral communications regarding final staff recommendations to the decision-making body about this application or the determination of any decision-making body.
2. I understand that if I modify the project following application submittal, I will be required to update and resubmit any application materials affected by the modification and may require a new application and payment of additional or new fees.
3. I understand that all fees and deposits submitted with this application will be refunded only as provided for by the ordinances, regulations, and policies in effect at the time of the application submittal.
4. If this application is approved, I hereby certify that I will comply with all conditions attached to the approval action. I understand that the failure to comply with any conditions shall constitute grounds for the revocation or modification of the approval, permit, or other authorizations provided.
5. I understand that if this application is approved, I may be required to record a covenant with the County Recorder's Office, the form and content which is satisfactory to the City and its City Attorney, to notify future owners of the project approval and restrictions.
6. If this application is approved, I hereby understand that a standard condition of approval will be imposed requiring me to the fullest extent of the law to defend, indemnify, and hold harmless the City, its elected and appointed officials, agents, officers, and employees from any and all claims, actions, proceedings, damages, judgments, or costs, including attorneys' fees incurred by or the award of attorneys' fees and costs against the City or its elected and appointed officials, agents, officers, or employees, arising out of or relating to the City's approval of the Project including any action to attack, set aside or vacate all or any part of the City's approval of the Project, including without limitation the City's determination made pursuant to the California Environmental Quality Act.
7. I hereby certify that to the best of my knowledge and after investigation into the facts that the information I have presented in this form and the accompanying materials is true and correct to the best of my abilities. I understand that additional data and information may be required prior to final action on this application.
8. I understand that it is my responsibility to ensure that statements are true, that discrepancies do not exist between the project's description on the permit, the architectural plans and the structural plans. If discrepancies exist between the architectural plans and the structural plans, the architectural plans shall take precedence. Ultimately, the scope of work, as described on the permit that authorizes construction, takes precedence over the plans. If there is a discrepancy between the plans and the description on the permit, the permit governs.

I am the record owner of the property described in the application, I read and understand the content contained in this certificate, and I hereby consent to the filing of the application.

Signature of Owner

Date

AUTHORIZATION OF AGENT

I am the record owner of the property described in this application and hereby designate and authorize the agent identified in this application to act on my behalf in all matters pertaining to processing of this application through the City of Encinitas.

Signature of Owner

Date



Planning Application Processing Fees

CITY OF ENCINITAS DEVELOPMENT SERVICES DEPARTMENT

505 South Vulcan Avenue Encinitas CA 92024 - (760) 633-2710

FEES - RESOLUTION 2017-64 ADOPTED SEPTEMBER 20, 2017, EFFECTIVE JANUARY 1, 2018; RESOLUTION 2019-67 ADOPTED AUGUST 21, 2019;
RESOLUTION 2021-53 ADOPTED AUGUST 11, 2021, EFFECTIVE OCTOBER 1, 2021

APPLICATION FEES				APPLICATION DEPOSITS					
APPLICATION				FEE		APPLICATION		DEPOSIT	
PLANNING APPLICATIONS	1	Affordable Housing Administration & Monitoring	\$	2,387.00	1	Annexation	\$	5,000.00	
	2	Affordable Unit Policy	\$	1,340.00	2	General Plan Amendment (no vote req)	\$	13,000.00	
	3	Agriculture Permit	\$	338.00	3	General Plan Amendment (vote req)	\$	20,000.00	
	4	Amendment Authorization by Council*	\$	892.00	4	Zoning Code Amendments	\$	20,000.00	
	5	Appeals	\$	406.00	5	Specific Plan	\$	30,000.00	
	6	Boundary Adjustment/Cert. of Compliance	\$	1,407.00	Staff time and City costs including 50% overhead will be charged for all above deposit applications.				
	7	Building Plan Copying	\$	80.00					
	8	Certificate of Compliance	\$	906.00					
	9	Climate Action Plan - Compliance Review Fee	\$	998.00					
	10	Coastal Development Permit	\$	2,166.00					
	11	Coastal Development Permit - Blufftop	\$	8,445.00					
	12	Conceptual Review - Admin./Planning Comm	\$	1,624.00					
	13	Covenant Release - Planning	\$	458.00					
	14	Design Review - Right-of-Way Admin Level **	\$	1,150.00					
	15	Design Review - Admin Level	\$	1,725.00					
	16	Design Review - Plan Comm (<2500 sq ft)	\$	3,721.00					
	17	Design Review - Plan Comm (2501-10k sq ft)	\$	4,873.00					
	18	Design Review - Plan Comm (10,001-19,999 sq ft)	\$	6,497.00					
	19	Design Review - Plan Comm (20k-50k sq ft)	\$	17,488.00					
	20	Design Review - Plan Comm (>50k sq ft)	\$	19,796.00					
	21	Design Review Modifications - Admin	\$	1,191.00					
	22	Design Review Modifications - Plan Comm	\$	3,208.00					
	23	Major Use Permit	\$	8,121.00					
	24	Major Use Permit Modifications	\$	4,277.00					
	25	Minor Use Permit	\$	2,856.00					
	26	Minor Use Permit Modifications	\$	2,138.00					
	27	Misc Service Requests	\$	189.00					
	28	Plan Comm or City Council Interpretation	\$	1,354.00					
	29	Resolution Amendments	\$	1,786.00					
	30	Resubmittal Fee	1/2 original fee						
	31	SB330 Preliminary App. - Housing Crisis of 2019	\$	2,570.00					
	32	Sign Program	\$	1,150.00					
	33	Sign Review	\$	568.00					
	34	Temporary Sign/Banner Permit	\$	127.00					
	35	Substantial Conformance Review	\$	453.00					
	36	Substantial Conformance Review - Complex	\$	2,250.00					
	37	Tent Parcel Map Appl or Mod (2-4 lots)	\$	6,164.00					
	38	Parcel Map Waiver (condo conversion, etc.)	\$	2,436.00					
	39	Tentative Subdivision Map***	\$	17,595.00					
	40	Tentative Map Modification	\$	13,684.00					
	41	Time Extensions	\$	1,373.00					
	42	Variance - Administrative	\$	2,138.00					
	43	Variance - Planning Commission	\$	5,156.00					
	44	Variance - Planning Commission/sfd	\$	2,523.00					
PLAN CHECKS	45	Minor Plan Check	\$	94.00	CONSULTANT DEPOSITS				
	46	Commercial Plan Check	\$	1,354.00					
	47	Single Family Plan Check	\$	541.00	APPLICATION		DEPOSIT		
	48	Duplex Plan Check	\$	947.00	1	Enviro. Review Consultant Deposit	TBD****		
	49	Multi-Family (3-10 units) Plan Check	\$	1,354.00	2	Wireless Consultant Deposit	\$ 3,000.00		
	50	Multi-Family (11+ units) Plan Check	\$	1,624.00	3	Misc Tech Studies Consultant Deposit	TBD*****		
	51	General Plan Update Fee****	\$	46.00	*****To be determined based on consultant contract				
	52	Technology Fee****	\$	40.00					
ENVIRO. REV.	53	Environmental Review - Exemption	\$	94.00					
	54	Comprehensive Initial Study (in-house)	\$	6,842.00					
	55	Comprehensive Initial Study Contract Admin	\$	1,427.00					
	56	EIR's Contract Admin	\$	6,069.00					
	57	Wireless Review Contract Admin	\$	432.00					
	58	Misc Technical Studies Contract Admin	\$	892.00					

* Authorization of requests/letters of intent for General Plan, Specific Plan, Zoning Code, and Local Coastal Program Amendments

** \$1,150 fee applied per pole

*** \$17,595 plus \$875 per lot in excess of 5 lots

**** Applies to building permits with valuation



CITY OF ENCINITAS

DEVELOPMENT SERVICES DEPARTMENT

PLANNING APPLICATION SUBMITTAL CHECKLIST

CASE NO: _____ APPLICANT: _____ APPLICATION TYPE(S): _____

This checklist is intended to assist you in preparing your application. The symbols in the right-hand column correspond to various forms that are available separately when applicable. We recommend that you meet with Planning Division staff to discuss the application materials required for your project prior to scheduling your intake appointment. Once ALL required documents are compiled, please schedule your application intake appointment. Intake appointments are held virtually every Monday and Tuesday at 2 pm, 3 pm or 4 pm, for one hour by appointment only. Appointments can be scheduled via email at planning@encinitasca.gov. Your assigned planner will contact you via email. All submittal materials are required to be uploaded through the Customer Self Service (CSS) portal (<https://portal.encinitasca.gov/CustomerSelfService#/home>) by 7:30 am the day of the scheduled intake appointment. Incomplete applications will not be accepted.

Rec'd	Req'd	Item	Form
<input type="checkbox"/>	<input type="checkbox"/>	1. Application	A
<input type="checkbox"/>	<input type="checkbox"/>	2. Application Supplement	S
<input type="checkbox"/>	<input type="checkbox"/>	3. Evidence of Legal Parcel	L
<input type="checkbox"/>	<input type="checkbox"/>	4. Disclosure Statement	D
<input type="checkbox"/>	<input type="checkbox"/>	5. Current Vesting Grant Deed	
<input type="checkbox"/>	<input type="checkbox"/>	6. Preliminary Title Report with Current Owner Listed (<i>Must be no older than six months</i>)	
<input type="checkbox"/>	<input type="checkbox"/>	7. Deposit/Fee as per the current fee schedule (<i>credit card \$10K max., cash \$2K max, any deposit must be paid with a separate check</i>)	
<input type="checkbox"/>	<input type="checkbox"/>	8. Certification of Posting Affidavit. At Project submittal, sign and enter the date you plan to post the noticing sign. Posting required upon 24 to 48 hours of project submittal. Send photo of posted sign to assigned Planner on the day of posting.	
<input type="checkbox"/>	<input type="checkbox"/>	9. Preliminary Planning Application. For SB330 projects, applies to two or more residential lots/units only.	
<input type="checkbox"/>	<input type="checkbox"/>	10. SB 9 Supplement Application	SB9
<input type="checkbox"/>	<input type="checkbox"/>	11. Project Plans: (See Planning Application Required Drawing Elements for detailed plan requirements.)	
<input type="checkbox"/>	<input type="checkbox"/>	a. Site Plan / Preliminary Grading Plan	
<input type="checkbox"/>	<input type="checkbox"/>	b. Floor Plans	
<input type="checkbox"/>	<input type="checkbox"/>	c. Roof Plans	
<input type="checkbox"/>	<input type="checkbox"/>	d. Elevations	
<input type="checkbox"/>	<input type="checkbox"/>	e. Landscape Plans and Supporting Documents. For projects requiring new landscaping.	
<input type="checkbox"/>	<input type="checkbox"/>	f. Slope Analysis (See Slope Analysis Requirements for required elements)	SA
<input type="checkbox"/>	<input type="checkbox"/>	g. Lighting Plan. For projects involving exterior lighting.	
<input type="checkbox"/>	<input type="checkbox"/>	h. Sign Plan. For projects involving signage.	
<input type="checkbox"/>	<input type="checkbox"/>	i. Substantial Conformance/Modification Plans. Side-by-side plans (a through e above) of approved and proposed changes.	
<input type="checkbox"/>	<input type="checkbox"/>	j. Colored elevations of all elevations: one rolled, complete set , for projects involving new construction or rehabilitation.	
<input type="checkbox"/>	<input type="checkbox"/>	k. Black and white 3D renderings of all elevations: Required for Design Review permits involving structures. (Color 3D renderings required prior to hearing/approval.)	
<input type="checkbox"/>	<input type="checkbox"/>	l. Project materials/color sheet for projects involving new construction or rehabilitation.	
<input type="checkbox"/>	<input type="checkbox"/>	12. Color photos of entire site, structures, and adjoining properties	
<input type="checkbox"/>	<input type="checkbox"/>	13. Density Bonus Application Supplement	DB
<input type="checkbox"/>	<input type="checkbox"/>	14. Citizen Participation Plan (CPP). At a minimum, provide draft letter, example comment form and sign-in sheet. See CPP handout & instructions.	CP
<input type="checkbox"/>	<input type="checkbox"/>	15. Use Permit Application Supplement	U
<input type="checkbox"/>	<input type="checkbox"/>	16. Variance Application Supplement	V
<input type="checkbox"/>	<input type="checkbox"/>	17. Stormwater Intake Form if determined to be a Priority Development Project	SW

<input type="checkbox"/>	<input type="checkbox"/>	18. Housing Application Supplement with Income Verification Form	
<input type="checkbox"/>	<input type="checkbox"/>	19. Affordable Housing Plan	
<input type="checkbox"/>	<input type="checkbox"/>	20. Wireless Facilities Supplemental Materials (See <i>Wireless Facility Supplement</i>)	W
<input type="checkbox"/>	<input type="checkbox"/>	21. Tentative Maps (five lots/units or more): See Tentative Map Supplement for required elements.	T
<input type="checkbox"/>	<input type="checkbox"/>	22. Tentative Parcel Maps (four lots/units or fewer): See Tentative Map Supplement for required elements.	T
<input type="checkbox"/>	<input type="checkbox"/>	23. Condominium Conversion See Condominium Conversion Supplement for further requirements.	CC
<input type="checkbox"/>	<input type="checkbox"/>	24. Technical Studies (<i>as applicable, required at initial submittal unless otherwise noted</i>)	
<input type="checkbox"/>	<input type="checkbox"/>	a. Geotechnical Study (consult with Engineering). Required for all Maps, commercial projects, large private projects, bluff top projects, and Priority Development Projects (PDP) for single-family homes.	
<input type="checkbox"/>	<input type="checkbox"/>	b. Trip Generation Letter	
<input type="checkbox"/>	<input type="checkbox"/>	c. Traffic Study/Vehicle Miles Traveled (VMT) Analysis	
<input type="checkbox"/>	<input type="checkbox"/>	d. Drainage Study (based on latest County of SD Hydrology & Drainage Manual)	
<input type="checkbox"/>	<input type="checkbox"/>	e. Priority Development Project Stormwater Quality Management Plan	
<input type="checkbox"/>	<input type="checkbox"/>	f. Arborist Report – For Projects that May Impact City Street Trees	
<input type="checkbox"/>	<input type="checkbox"/>	g. Fire Protection Plan	
<input type="checkbox"/>	<input type="checkbox"/>	h. Photometric Lighting Study	
<input type="checkbox"/>	<input type="checkbox"/>	i. Green House Gas Emission Study	
<input type="checkbox"/>	<input type="checkbox"/>	j. Community Character Study. If required, may be deferred at future submittal.	
<input type="checkbox"/>	<input type="checkbox"/>	k. Biological	
<input type="checkbox"/>	<input type="checkbox"/>	l. Jurisdictional Wetland Delineation	
<input type="checkbox"/>	<input type="checkbox"/>	m. Phase I Environmental Assessment	
<input type="checkbox"/>	<input type="checkbox"/>	n. Phase II Environmental Assessment	
<input type="checkbox"/>	<input type="checkbox"/>	o. Cultural (Archeological and/or Paleontological)	
<input type="checkbox"/>	<input type="checkbox"/>	p. Historical (See Historic Resources Application Supplement)	
<input type="checkbox"/>	<input type="checkbox"/>	q. Noise	
<input type="checkbox"/>	<input type="checkbox"/>	r. All studies, reports, or other information required to be submitted for projects, as required under the Mitigation Monitoring and Reporting Program for the Programmatic Environmental Impact Report for the General Plan. If applicable, see specifically Environmental Assessment for Housing Element.	
<input type="checkbox"/>	<input type="checkbox"/>	s. Other:	
<input type="checkbox"/>	<input type="checkbox"/>	25. For establishments proposing or modifying alcohol service:	
<input type="checkbox"/>	<input type="checkbox"/>	a. Alcohol Service Establishments – Existing (for modifications to existing establishments)	AE
<input type="checkbox"/>	<input type="checkbox"/>	b. Alcohol Service Establishments – New (for new establishments)	AN
<input type="checkbox"/>	<input type="checkbox"/>	26. A Hazardous Waste Substances Statement if the project or any alternatives are located on a site which is included on any of the Hazardous Waste and Substances list compiled by the Secretary for Environmental Protection pursuant to Section 65962.5 of the Government Code.	

**PLANNING APPLICATION SUPPLEMENT
CITY OF ENCINITAS
DEVELOPMENT SERVICES DEPARTMENT**



_____ Design Review _____ MUP/MIN _____ Coastal Development Permit
_____ TM/TPM _____ Variance _____ Other: _____

1. Project Description. (Describe proposed project. Describe what you are requesting).

- A. Building Sq. Ft. _____ Garage Sq. Ft. _____
- B. Exterior Material/Color _____
- C. Window Material/Color _____
- D. Door Material/Color _____
- E. Roof Material/Color _____
- F. Landscaping Percentage _____
- G. Standards:

DENSITY	CODE REQUIREMENTS	PROJECT
Density Range Mid-Range		
Net lot area		
Lot Width		
Cul-de-sac lot width		
Panhandle lot width		
Lot Depth		
Front Yard Setback		
Interior Side Yard Setback		
Exterior Side Yard Setback		
Rear Yard Setback		
Lot Coverage		
Building Height		
Off-Street Parking		
FAR		

Community Area _____ State Coastal Zone? ☐ Yes ☐ No

Number of Proposed Residential Units: Attached _____ Detached _____

Number of Lots _____ Acres: Gross _____ Net _____

Related Case?: ☐ Yes ☐ No If yes, provide previous Case No. _____

Are there any slopes of a 25% or greater gradient or bluffs on the site? ☐ Yes ☐ No

2. Existing Conditions. (Describe the existing conditions of the site: i.e., topography, road/alley conditions, access, vegetation, structures, fencing, lot size, drainage and the like).

3. Surrounding Conditions. (Describe the surrounding conditions: i.e., existing structures and relationship to project, # of units, lot sizes, vehicular access, topography, use type and the like).

Application No.: _____

	General Plan Designation	Zoning Designation	Existing Use
Subject Parcel:			
North:			
South:			
East:			
West:			

4. Project/parcel history. (Describe any past actions taken on this site or project or any other actions taken on development of the site.)

[illegible]

Application No.: _____

5. Project Design. (For Projects subject to Design Review or Coastal Development Permit, describe the design of the project and how it relates to the subject property and adjacent properties and uses).

EVIDENCE OF LEGAL PARCEL

Applicant's Name _____ Phone _____

Email: _____

Mailing Address _____

ASSESSOR'S PARCEL NUMBER(s)

You are required to supply documentation that this property constitutes a legal parcel before the City can accept for filing any discretionary permits.

This form and associated evidence will be reviewed by the Development Services Department upon submittal of your application. A request for a Certificate of Compliance must be filed concurrently with or in advance of this application if the evidence presented is insufficient to determine this parcel as being a legal lot or determination will require substantial time to research.

If determined that the property is not a legal lot, no permit or other approval may be granted until corrective action has been completed.

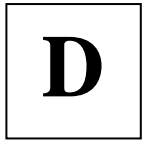
Signature of Applicant _____

----- OFFICIAL USE ONLY -----

- ☐ This parcel is a legal lot as evidenced by Map, Parcel Map, Boundary Adjustment, Certificate of Compliance, and/or Division of Land Plat #:
- ☐ This parcel is a legal lot as evidenced by Deed # _____. If Deed is valid, Planner will update the Assessor Books.
- ☐ This parcel is a legal lot per Subdivision Map Act, per Section 66499.34.
- ☐ APN's _____ constitute one legal lot per recovered Map, Parcel Map, Boundary Adjustment, Certificate of Compliance, and/or Division of Land Plat # listed above.
- ☐ Legal lot verification is needed.

Staff: _____

Date: _____



CITY OF ENCINITAS DISCLOSURE STATEMENT

APPLICANT'S STATEMENT OF DISCLOSURE OF CERTAIN OWNERSHIP INTERESTS ON ALL APPLICATIONS WHICH WILL REQUIRE DISCRETIONARY ACTION ON THE PART OF THE CITY COUNCIL, PLANNING COMMISSION, AND ALL OTHER OFFICIAL BODIES.

The following information must be disclosed:

1. List the names of all persons having a financial interest in the application.

List the names of all persons having any ownership interest in the property involved.

2. If any person identified pursuant to (1) above is a corporation or partnership, list the names of all individuals owning more than 10% of the shares in the corporation or owning any partnership interest in the partnership.

3. If any person identified pursuant to (1) above is a non-profit organization or a trust, list the names of any person serving as director of the non-profit organization as trustee or beneficiary or trustor of the trust.

4. Have you had more than \$250 worth of business transacted with any member of City staff, Boards, Commissions, Committees, and Council within the past twelve months? ☐ **Yes** ☐ **No** If yes, please indicate person(s).

PERSON is defined as: "Any individual, firm, co-partnership, joint venture, association, social club, fraternal organization, corporation, estate, trust, receiver, syndicate, this and any other county, city and county, city, municipality, district or other political subdivision, or any group or combination acting as a unit."

(NOTE: Attach additional pages as necessary.)

Signature of Applicant _____ Date _____

Print or Type Name of Applicant _____

CERTIFICATION OF POSTING AFFIDAVIT

The Encinitas Municipal Code requires that project applicants post a “project notice” sign on the project site, once an application is filed. The sign shall be posted in a conspicuous location, which is easily visible to the public. The sign will be provided by the City upon the acceptance of the application. A case number will also be assigned at the time of application acceptance.

By signing this document, the applicant is certifying that the sign will be posted on the project site in a conspicuous location within 24 hours of application submittal to the City.

Sign Posting Map

The applicant is required to provide a map showing the project site and the location where the required sign(s) will be posted. Please see the example map below for the required map information. Multiple sign postings may be required.

EXAMPLE MAP:

PRINT NAME: _____ SIGNATURE: _____

LOCATION: _____ RETURN TO: _____
(Planner)

CUSTOMER SELF SERVICE (CSS) DOCUMENT SUBMISSION STANDARDS

- All documents shall be in PDF format, with a graphic scale, and rotated so that the pages read upright.
- Plan Sheet Size - Standard size 24 inches x 36 inches - Landscape View.
- Final Plats - 18 inches x 24 inches.
- Plans shall be combined into one complete set, no individual sheet submittals.
- Export settings: maintain output scale; avoid "Fit to Page."
- Save files in black and white. Exceptions include steep slope analysis, elevation, and rendering views.
- Each Plan Sheet must be clearly bookmarked to identify the content of the page. (e.g. Page A 1.0 Architectural Site Plan).
- Documents shall be created with TrueType Fonts.
- Unlock and Flatten all drawings & reports. The markups list & layers should be cleared and empty.
- Sheet title blocks shall remain consistent on each page of the plan set including sub disciplines.
- Reserve a location on each plan sheet for City stamps. The size shall be a minimum of 3 inches x 2 inches and be in the same location on every sheet.
- Vector Content only. Scanned images are prohibited.
- Files must be unlocked and unprotected.
- Zip files are not accepted.
- Reports and other documents must be submitted as a separate PDF for each document type (e.g. calculations, specifications, reports, studies, etc.). All plans, reports, and studies should be watermarked as "Draft."
- File names are required to match the **File Naming Conventions** established by the City.

Visit Customer Self Service online at:

<https://portal.encinitasca.gov/CustomerSelfService#/home>



If you have any questions regarding these requirements please contact:

Development Services Department

505 S. Vulcan Avenue, Encinitas, CA 92024

Email: permits@encinitasca.gov

Call: (760) 633-2708



Menu of File Name Choices for Digital Submission

FILE NAME FOR DIGITAL SUBMISSION	DESCRIPTION
Acknowledgment - Owner-Builder	Required when the owner is the responsible party of record on the permit.
Annual Financial Report (CT-2CF)	Provide a copy of the commercial fund-raiser for charitable purposes report filed annually with the State.
Application - Additional Cab	Required when adding a cab during mid-cycle.
Application - Alcohol Service Existing	Required for modification to an existing alcohol serving establishment.
Application - Alcohol Service New	Required for new alcohol serving establishment.
Application - Background	Information required by San Diego County Sheriff's Department to initiate background check.
Application - Energy Efficiency	Required for solar panels, battery storage systems, charging equipment, and grey water systems. Includes streamlined process for residential permits that utilize a Standard Plan.
Application - Environmental Initial Study	For projects that are not exempt from CEQA and require environmental review.
Application - Event	
Application - Facility Availability Forms	Required when applying for a Tentative (Parcel) Map.
Application - Grant Deed	Document required to establish proof of ownership.
Application - Letter of Authorization	If not the property owner, require a letter, signed and dated by property owner, authorizing applicant as their agent.
Application - Net Acreage Calculations	Required calculation to determine net acreage of site.
Application - Planning	Application packet required for Discretionary and Ministerial projects.
Application - Preliminary SB330	Required for all housing development projects.
Application - Replacement Housing	Required when demolishing existing dwelling units.
Application - Sidewalk Vendor	Application used when applying for Sidewalk Vendor permit.
Application - Special Event Attachment A	Supplemental Event Information Check List.
Application - Special Event Attachment B	Public Notice to residents within 500 feet of the event area.
Application - Special Event Attachment C	Pollution Prevention questions.
Application - Special Event CPP Meeting	First time major events require a CPP meeting prior to submittal of an application.
Application - Special Event Permission Letter	Statement or letter of permission to use private property.
Application - Special Event Timeline	Detailed timeline that includes setup, event activities, and take down times.
Application - Special Event Waivers	Waiver/Release of liability for active participants, vendor/exhibitors, volunteers and performers.
Application - Submittal Checklist - Building Plans	Specifications for plans and other documents - must be acknowledged.
Application - Title Report, Preliminary	Current title report required when applying for a Development Project or Subdivision Map.
Application Supplemental	Additional information required specific to the permit being applied for.
Application Supplemental - Affordable Housing Plan/Report	Summarizes the manner in which affordable units (inclusionary/density bonus housing) will be provided in a project.
Application Supplemental - Building & Trade	Additional information & acknowledgements required to apply.
Application Supplemental - Density Bonus	Required when project applying for a Density Bonus Project.
Application Supplemental - Engineering	Additional information required specific to the permit being applied for.
Application Supplemental - Wireless Facility	Required for proposed wireless facilities on City property.
Application Supplemental-Cert of Posting Affidavit	Form signed and dated providing information on when and where the noticing was posted.
Authorization to Release Information	Authorization allowing the San Diego County Sheriff's Department to conduct background check.
Business Registration	If applicant is a business, it must be registered with the City. Business Registration is a separate application process and should be applied for prior to applying for this permit using Customer Self Service (CSS).
Calculations - Building Fee Spreadsheet	Fee Calculation spreadsheet for Building permits based on Valuation.
Calculations - Building Square Footage	Breakdown of project square footage to determine fees.
Calculations - Construction & Demolition Waste Management Plan	Information required for all Re-roofing projects and New Construction, Remodel or Tenant Improvement 10,000 sq ft or greater.
Calculations - Fee Spreadsheets	Excel spreadsheets used to calculate building permit fees based on Valuation.
Calculations - Fire Protection System	
Calculations - Structural	Calculations addressing the stability, strength and rigidity of structures and buildings.
Calculations - Title 24	Calculations showing energy efficiency.
Calculations - Traverse	Survey calculations
Calculations - Truss	Roof framing calculations. (New Construction, Addition or Remodel)
Certificate - Device Registration	Inspection of device being used to weigh/measure merchandise, issued by County: https://www.sandiegocounty.gov/content/sdc/awm/WM_New.html
Certificate - Event Insurance	Must provide proof of liability insurance that names the City of Encinitas as an additional insured on the Certificate of Insurance. See Special Event Guide for specific requirements.
Certificate - Flame Resistance	Certifies that materials have been treated with a flame-retardant chemical or are inherently nonflammable.



Menu of File Name Choices for Digital Submission

Certificate - Hazardous Material	Required to handle hazardous material on premises, issued by State: https://www.dtsca.gov/HazardousWaste/Mercury/Certified_Appliance_Recycler.cfm
Certificate - Insurance	Must have general liability coverage, minimum \$1 million for each occurrence and aggregate for combined bodily injury and property damage. The policy number, effective date, and expiration date must be provided. Work must be completed prior to the expiration date of the policy.
Certificate – Insurance and Endorsement Third Parties	Event insurance for third parties on City property.
Certificate – Insurance Endorsement	Event Insurance Additional Insured Endorsement page.
Certificate - Non Residential Construction	Acknowledging compliance with Non-Residential Energy Conversation requirements per California Administrative Code Article 2, Part 6, Title 24.
Certificate - Responsible Beverage Sales & Service (RBSS)	Valid and current certification of four hour ABC course completed by all managers, sellers, and servers of alcoholic beverages.
Certificate – Responsible Beverage Sales & Service	Proof or responsible beverage sales and service training.
Certificate – Roof Covering Installation	Acknowledgment by contractor of compliance with Class A Roof requirement.
Certificate - State Eligibility Firearms	Certification that individual has completed a firearms eligibility check conducted by the State of California Department of Justice Bureau of Firearms. https://oag.ca.gov/firearms/forms
Certificate of Correction	Document used to correct errors on previously recorded Final or Parcel Map.
Certification - Engineer's Certification of Final Grading	Form required to be completed by the Engineer of Record at the completion of work under a Grading or Public Improvement Permit.
Certification - Height	Must include survey from licensed surveyor or registered civil engineer verifying building height is in compliance with the approved plans.
Certification - Installation	Acknowledgment of contractor or owner work completed is in compliance.
Certification - Landscape Letter	Must be signed by a State licensed landscape architect, landscape contractor, or an irrigation designer who holds a State license in the landscape field to verify installation was as designed.
Certification - School Fees	To determine amount of school fees due. (Residential addition 500 sf or any commercial addition)
Certification - Sewer & Water District	Certifies that all connections have been paid. (New home, new ADU, & all commercial projects)
Certification - Title 24	Acknowledgment signed by contractor or owner indicating Title 24 requirements have been met.
Citizen Participation Plan Packet	Complete packet related to CPP meeting. Includes notice, vicinity map, results of meeting.
Contract - Commercial Fund Raiser	If using a professional service to facilitate the fund-raiser, provide a copy of the contract.
Contract – Sheriff Department	Contract with the Sheriff Department for safety and or traffic services.
Corrections List - Revisions/Resubmittals	Response to City staff's list of corrections to plans.
Cost Estimate	Engineer's estimate of costs for grading or public improvements based on City's Unit Price List.
County Hazardous Materials Questionnaire	Questions relating to hazardous materials. (Commercial - if yes to Part II, may require stamp at bottom)
County Health - Voluntary Assistance Program (VAP)	Documents from the County Department of Environmental Health related to properties containing hazardous substances.
County Health Approval	Prior to Issuance If septic tank on property. Can be approved plans or stamped letter. (New Const, Add, Alteration, Pool) If commercial kitchen or X-ray equipment (TI)
County Taxicab Driver's ID	San Diego County issued Taxicab Driver's ID; provide one for each driver.
Covenant or Easement Exhibits	Letter sized exhibit to accompany a covenant or easement.
Employee/Volunteer List	If additional employees and/or volunteers are participating in the event, they must be included in this list.
ENV - Environmental Impact Report	Required for projects that create a significant environmental impact.
ENV - Mitigated Negative Declaration	Required for projects that provide mitigation measures for significant environmental impacts.
ENV - Negative Declaration	Required for projects that are found not to have a significant effect on the environment.
Form - Construction & Demolition Debris Ordinance	Form required relating to debris management (Require form on all. Staff will send out WPM as applicable. All New Commercial/Mixed Use Construction, new TI over 10K sq ft)
Form - Construction & Demolition Debris-Waste Management Plan	Outlines waste management plan for project site. Required approval by Public Works.
Form - Alternative Means & Methods Proposal	Explanation of need for alternative and how that alternative meets or exceeds intent of code.
Form - Housing Development Tracking	Form to track all new residential dwelling units.
Form - Housing Development Tracking-ADU & JADU	Form to track all new Accessory Dwelling Units and Junior Accessory Dwelling dwelling units.
Form - Income Verification Form	Income information received and signed by tenants of existing homes on a project site to be converted (i.e.) condo conversion.
Form - Priority Development Project SWQMP	This form establishes Stormwater Quality Management Plan (SWQMP) requirements for development projects.
Form - Stormwater Intake Form & Standard SWQMP	Required for every project to categorize and document the project's status as it relates to local and state stormwater quality requirements.
Form - Stormwater Pollution Prevention Plan	Stormwater Pollution Prevention Plan if applicable for reference - City does not review.
H.T.E. Legacy File	Scanned copy of original H.T.E. application file (moving active H.T.E. permits to EnerGov).
IRS Form 501 (c)(3)	Proof of non-profit status from IRS. https://www.irs.gov/charities-non-profits/applying-for-tax-exempt-status



Menu of File Name Choices for Digital Submission

Land Records - Exhibits	Exhibits to accompany variety of land record documents including easements, covenants, and agreement
Landscape - Documentation Package	Includes landscape and irrigation plans. Commerical & Mixed Use projects must be prepared by the homeowner or be prepared, signed and stamped by a California-licensed civil engineer, architect or landscape architect.
Landscape - Water Efficient Worksheet	Worksheet that calculates the Maximum Applied Water Allowance and the Estimated Applied Water Allowance. Commerical & Mixed Use projects must be prepared by the homeowner or be prepared, signed and stamped by a California-licensed civil engineer, architect or landscape architect.
Letter - Applicant Response	Letter summarizing the applicant's response to staff's previous comments.
Letter - City Comment	Letter summarizing staff's review comments.
Letter - Concurrent Processing At-Risk	Letter submitted to the City to request concurrent processing of construction plans at risk. An acknowledgment that all fees paid are non-refundable and that the project scope is subject to change.
Letter - Cover	Applicant detailed description of project.
Letter - Deferred Monumentation	
Letter - EDCO	A letter from EDCO concurring with the trash and recycling location for a proposed project.
Letter - Postmaster	A letter from the postmaster concurring with the location of the mailbox collection area or areas.
Letter - Reinstatement of Expired Permit	A letter of explanation from applicant detailing why the permit lapsed, the status of the project, and when the project will be completed.
Letter - SDGE	Letter from SDGE verifying voltage of overhead transmission lines and potential connections.
Letter - SDGE Disconnect	Letter from SDGE verifying they have disconnected power to a property. (Demo)
License - ABC License with Conditions	Copy of license issued by California State Department of Alcoholic Beverage Control (ABC), including all conditions set for by the ABC. http://www.abc.ca.gov/
License - CSLB (Contractor State License Board) Did not enter in EG File Category)	Copy of Contract State License Board document.
License - Driver's	Copy of driver's license or passport. Will be deleted once application process is completed.
License - Federal Firearms	License to engage in business of dealing in firearms, issued by U.S. Department of Justice. https://www.atf.gov/firearms/apply-license
License - State Secondhand Dealer	If dealing in secondhand gun sales or providing a pawnbroker service. License is issued by the State of California Department of Justice. Application process is handled by San Diego County Sheriff's Department. Can be applied for simultaneously with City permit. https://oag.ca.gov/secondhand https://www.sdsheiff.net/licensing.html
License - Weightmaster	To ensure accuracy of reported commercial weight transactions, issued by State: https://www.cdfa.ca.gov/dms/programs/wm/onlinewmrenewal.html
Live Scan Form	Print form and take to any Live Scan operator. Scan and upload completed form. NOTE: If this is a renewal or if you have an existing permit with the City that required a Live Scan, upload a copy of your permit.
Live Scan Results	Fingerprinting background results by LiveScan.
Notice of Decision	Signed approval of Discretionary Plan submittal.
Permit - County Health	If the applicant intends to sell or deliver any food and/or beverage item, a food facility permit from the County Department of Environmental Health is required. https://www.sandiegocounty.gov/content/sdc/deh/fhd/food/foodhandler.html
Permit - H.T.E. Issued	Permit originally issued in H.T.E.
Permit - North County Transit District	Permission for use or impact of NCTD right-of-way.
Permit - Seller's	Allows seller to collect sales tax from customers and report those amounts to the state on a regular reporting period, issued by State: https://www.taxes.ca.gov/Sales_and_Use_Tax/SellersPermit.html
Permit - Temporary Food Service Permit	Copy of San Diego County Department of Environmental Health Temporary Food Permit.
Photos	Photos required for project or permit. (i.e.) site photos, photo for ID
Plans - Address Request	Include the following: Identifying address, APN(s), property boundaries and location of adjacent road(s) including ingress/egress to the site, existing and proposed locations of structures/improvements (such as power and utility locations).
Plans - Alternatives	Shows an alternative project design or configuration.
Plans - Architectural	May include: Site Plan, Floor Plan, Roof Plan, Elevations, Lighting (photometric and/or fixtures), Renderings, Signage, and Color Material Board.
Plans - As-Built	Revised plans created after a construction project is finished. They contain any changes made from the initial drawings during the construction process and provide an exact rendering of the building and property as it appears upon completion.
Plans - Building	Include all plans - Architectural, Structural, Mechanical, Electrical, Plumbing (MEP), Civil, Landscape.
Plans - Civil	Include Site Plan, Slope Analysis, Average Lot Slope, as applicable.
Plans - Civil - Preliminary Grading	Preliminary site grading and drainage plan to accompany discretionary (planning) applications. Includes but not limited to site topo, existing improvements, property boundary info as well as proposed grading, drainage, utility improvements, road improvements, stormwater quality facilities, impervious surface quantity, earthwork quantity, etc.



Menu of File Name Choices for Digital Submission

Plans - Civil - Tentative (Parcel) Map	A Tentative Map (TM) and Tentative Parcel Map (TPM) are used to propose subdivisions of land at the discretionary level. A TM is used to propose the subdivision of five or more lots, and a TPM is used for four or fewer lots. An approved TM or TPM is required before filing for a Final Map or Final Parcel Map.
Plans - Encroachment Maintenance & Removal Agreement	Letter sized exhibit of Encroachment Maintenance & Removal Agreement
Plans - Energy Efficiency	Plans for solar panels, battery storage systems, charging equipment, and grey water systems. Upload as one document.
Plans - Final Map	Final map for subdivisions of five units or more.
Plans - Fire Protection System	Plans for a sprinkler system, fire alarm, or kitchen hood.
Plans - Floor	Provide a floor plan (for each floor) with dimensions, show the interior configuration of space, label the use of each room or portion thereof, and identify exits. Include location of exit signs, extinguisher placement, and occupant load.
Plans - Grading	Construction document used to approve and permit grading improvements proposed as part of a project. Includes but not limited to site topo, existing improvements, property boundary info as well as proposed grading, drainage, utility improvements, road improvements, stormwater quality facilities, impervious surface quantity, earthwork quantity, etc.
Plans - Hardscape	Detailed plans indicating removed/replaced/proposed impervious square footages & proposed/existing drainage facilities.
Plans - Isometric Drawing	A drawing that indicates where piping is being installed.
Plans - Landscape	Include conceptual landscape plan, irrigation plan, wall, and fence plans etc.
Plans - Medical	Medical plan required for events with active participants.
Plans - Parcel Map	Parcel map for subdivisions of four units or less.
Plans - Parcel Map Waiver	Parcel map waiver plat.
Plans - Prior Approvals	Set of previously approved plans and associated documents.
Plans - Proposed Work in ROW	Plans showing proposed work to be done in public right-of-way.
Plans - Public Improvement	Construction document used to approve and permit Public Improvements required as part of a project including road improvements, drainage, water, sewer, paving, striping, etc.
Plans - Resubmittal	Plans resubmitted for files that were originated in H.T.E. (part of data transition).
Plans - Revision	Revised plans showing change in scope of work occurring after permit issuance.
Plans - Shuttle	Shuttle plan to mitigate event impacts.
Plans - Sidewalk Café	Site plan used to depict all proposed private sidewalk café/dining facilities within the public right-of-way including but not limited to tables, chairs, planters, signage, etc.
Plans - Sidewalk Vending	Identify the location, with dimensions, where stationary sidewalk vending will occur (if applicable) as well as specifications of the type and dimensions of the vending receptacle (as applicable).
Plans - Sight Distance	Plans demonstrating compliance with sight distance requirements.
Plans - Sign	Include address, APN, proposed sign location(s), property dimensions, building dimensions, sign dimensions, & details.
Plans - Sign Program	Required for non-residential buildings with six or more tenants. Shows proposed location(s) and provides specific signage criteria for a project.
Plans - Single Line Drawing	Shows where all electricity is being used inside the structure.
Plans - Site Plan - Demolition	Site plan showing scope of proposed demolition, including but not limited to, structures or portions of, site improvements, hardscape, vegetation, etc.
Plans - Site Plan - Newsrack	A Site Plan should include: A map showing location of newsracks in the City. Must also include separate location specific site plans for each newsrack, identifying the closest adjacent address, dimensions, and placement relative to the curb.
Plans - Site Plan - Regulatory	Include: Identifying address, APN, zoning, property boundaries and location of adjacent road(s) including ingress/egress to the site, proposed location of sales inventory, existing and proposed locations of structures/improvements (such as tents, power, vehicular parking and drive isles, and restroom locations), dimensions of structures/improvements, and whether structures/improvements are temporary or permanent in nature. Restrooms and parking improvements must be ADA compliant.
Plans - Site Plan - Rental	A Site Plan should include: address, APN, property boundaries, existing structures, parking including measurements of driveway, zoning, floor area, all rooms, bedrooms, baths, doors, closets.
Plans - Site Plan - Special Event	Detailed site plans of the event areas.
Plans - Site Plan - Tent Canopy	Include: address, APN, property boundaries, existing structures, parking including measurements of driveway, and zoning.
Plans - Site Plan - Trade Permit	Include location of installation and setbacks from property line, elevation if applicable.
Plans - Traffic Control	Identify construction work-zone limits, description of work to be done, roadways, existing signing and striping, speed limits, specify construction duration and work hours, temporary traffic control devices (cones, delineators, signs, barricades, k-rail, etc), vehicle detours, pedestrian detours, existing and proposed lane dimensions, lane reduction transition lengths, lane closures. Traffic control plans shall be developed to follow the California MUTCD and the San Diego Regional Standard Drawings.



Menu of File Name Choices for Digital Submission

Plans – Traffic Control - Special Event	Traffic control plan for modification or closure of streets.
Plans - Waste Management	Recycling and waste management plan.
Proof of Ownership/Owner Permission	Proof of Ownership is a Grant Deed, Assessor Record or similar document. If not the property owner, permission from owner is a letter, signed and dated by property owner, acknowledging use of the property for purpose of applied permit/activity.
Proof of Residency	Copy of utility, or other similar, bill.
Proof of Storage	Copy of contract with storage company or bank statement showing monthly payments to storage company.
Proposed Street Name List	Provide a list of three potential street names.
Receipt	Documentation associated with a fee reversal, refund or void.
Reference Drawing or Map	Provides historical information related to a project or property.
Rental Agreement, (Sample)	Contract which will be used for short term renter while occupying said property.
Resolution	Approval of plan by City Council or Planning Commission.
Slope Determination Documentation	Determination of natural vs. manufactured grade.
Solicitation Text	Provide a copy of the oral or written request for a contribution to the charitable organization.
Specifications - Fire Protections System	
Specifications - Manufacturers Manual	Upload manufacturers specifications manual.
Sr Citizen Assoc. or Mobile Park By-Laws	Must be a qualified organization to operate.
Standard Conditions - ROW Construction	Conditions which must adhered to when accessing or performing work in a Public Right-of-Way.
State Franchise Tax Board Letter of Exemption	Proof of tax exemption letter from State of CA.
Surety Bond Declaration	Declaration in writing: guarantor will pay one donor a certain amount if the applicant fails to meet some obligation, such as fulfilling the terms of a contract.
Survey Documents	Include Plats/Legal/Closure Calculations if applicable.
Taxi Inspection Form	Complete one form for each cab. Upon background check completion and approval, each cab will be inspected by the San Diego County Sheriff's Department. https://www.sandiegocounty.gov/content/dam/sdc/awm/docs/Taxi_compliance_handout2017.pdf
Taxi Meter Inspection	Annual inspection of taxi meter on each cab, conducted by San Diego County Department of Agriculture, Weights and Measures.
Tech Study - Arborist	Study required for projects that may impact City street trees.
Tech Study - Biology	Study analyzing potential biological impacts.
Tech Study - Community Character	Study analyzing potential impacts to Community Character.
Tech Study - Cultural	Study analyzing the potential Cultural impacts.
Tech Study - Fire Protection Plan	Report explaining measures being taken to reduce fire risk.
Tech Study - Geotechnical Report	Study analyzing geology to determine site conditions and design and construction recommendations.
Tech Study - Greenhouse Gas	Study analyzing potential greenhouse gas emissions.
Tech Study - Historical	Study analyzing historical significance of project area.
Tech Study - Hydraulic Analysis	Study assessing demands established by the Water System Analysis to size the onsite water mains and determine the water district's offsite infrastructure capacity.
Tech Study - Hydrology	Study analyzing pre- and post-development hydrology and hydraulics of a proposed project utilizing the most current San Diego County Hydrology Manual.
Tech Study - Lighting	Study evaluating the effects of lighting on the local environment and community.
Tech Study - Noise	Study analyzing noise impacts.
Tech Study - Parking	Study analyzing parking.
Tech Study - PDP SWQMP	A Priority Development Project Stormwater Quality Management Plan is required for all Priority Development Projects.
Tech Study - Sewer	Study reviewing sewer system.
Tech Study - Site Assessment Phase I	Environmental site assessment study.
Tech Study - Site Assessment Phase II	Environmental site assessment study, if required from Phase I results.
Tech Study - Soils Removal Plan	Study for removal of contaminant impacted soil.
Tech Study - Stormwater	Use this for all other stormwater related reports/studies. i.e SWMM, SCCWRP, HEC-RAS, etc.
Tech Study - Traffic	Study analyzing potential traffic impacts.
Tech Study - Water System Analysis	Study evaluating water service to the project.
Ticket Sample	If using tickets to distribute prizes or awards, provide a copy of the ticket.
Title 24 - Energy Requirement Forms	State required forms related to energy compliance.
Vehicle Registration	State Vehicle Registration issued by Department of Motor Vehicles; provide one for each vehicle.
Weights & Measures Inspection	Issued by State after inspection of merchandise: https://www.cdfa.ca.gov/dms/programs/wm/wm.html
Work Order - SDGE	Required for new, upgraded, or relocated gas and/or electric meters. (Site plan is included with work order)

**CITY OF ENCINITAS
DEVELOPMENT SERVICES DEPARTMENT
PLANNING APPLICATION COMPLETENESS - REQUIRED DRAWING ELEMENTS & DOCUMENTS**

A vital part of any application package is a **properly drawn, complete and internally consistent set of drawings**. Please read through this checklist carefully. Unless otherwise indicated during the completeness review, you must provide all of the following information on each set of drawings submitted. **Applications that do not include all of the required information will be found incomplete.** All plans must be accurately scaled and dimensioned.

PLEASE NOTE: Both the state of California and the City of Encinitas have legal requirements for who may prepare development and landscape plans. All applications must include the name, signatures and professional license or registration numbers of the plan preparers. Check with city staff for who may prepare plans. Additionally, the city has a Discretionary Title Sheet Template that can be accessed [here](#) and will help with streamlining the preparation of your plans.

Items
A. <u>Project Data:</u> <i>The project plans shall include a table on the top sheet of the plans that indicates/includes (see Discretionary and Building Permit Title Sheet template):</i>
A1. Site address
A2. Assessor's Parcel Number(s) (APN) for project site, adjacent properties to project site and within the vicinity of the project site.
A3. Gross and net lot area in square feet, or in acres for larger lots. Include the calculations used to determine net lot area, and list deductions from gross area by type and area in square feet.
A4. Project Case Numbers (list all)
A5. General Plan designation
A6. Zoning designation and zoning overlays
A7. Water District
A8. Sanitation District
A9. Scope of work statement that clearly and concisely describes the scope of the project. May include but not limited to discretionary permits (i.e. Coastal Development Permit, Design Review Permit, Minor Use Permit, Tentative Map etc.), proposed use(s), structure(s), any deviation from standards, temporary construction trailer etc.
A10. Existing and proposed land use
A11. Lot Coverage: Show/summarize the square footages of all the areas included in the lot coverage and provide a lot coverage calculation based upon the net lot area. Provide a diagram showing areas counted toward and exempted from calculation.
A12. Floor Area Ratio (FAR): Show/summarize the square footages of all of the areas included and deducted from the floor area and provide a floor area ratio calculation based upon the gross lot area. Provide a table identifying the square footage of each floor, garage, accessory dwelling unit, junior accessory dwelling unit and/or accessory structures. Clearly identify areas being removed from floor area ratio (i.e., 400 square feet of garage, 800 square feet of ADU etc.).
A13. Required and proposed building setbacks, arranged in a table. Setbacks shall be taken from the ultimate street right-of-way even if a street dedication is not required. When a vehicular access easement is existing or proposed on a property, the setback shall be taken from the edge of the easement.
A14. Required and proposed lot width and lot depth in a table. Refer to EMC Chapter 30.04 Definitions.
A15. Grading quantities: total and average amount of cubic yards of dirt moved; amount of cut and fill (maximum height and depth in feet)
A16. Average Lot Slope
A17. Building area: area of existing structures, area of structures to be demolished, areas of addition, each proposed area, and total overall proposed area
A18. Occupancy type and occupant load
A19. Type of proposed construction

Items
A20. Quantities of off-street parking required and provided. Include the calculations used to determine the parking requirement.
A21. Maximum Average Unit Size (R30 sites) table.
A22. Evidence of legal parcel (see L Form in the Planning Application packet)
A23. An index listing all sheets of the project plans (in the order presented) and a brief description of each sheet.
A24. Other: Upon Completeness and Compliance Review, others may apply.
B. <u>Contact Information:</u> <i>The project plans shall include on the top sheet of the plans contact information consisting of name, business name (if applicable), address, phone number and email for:</i>
B1. Property owner/applicant
B2. Agent/representative
B3. All persons/firms that prepared any portion of the project plans
B4. Other
C. <u>Site Plan/Preliminary Grading Plan:</u> <i>The site/preliminary grading plan shall indicate/include:</i>
C1. All exterior site boundaries correctly scaled and dimensioned. Including metes and bounds.
C2. North arrow.
C3. Scale of plans, graphic and written.
C4. Vicinity map showing location of subject property.
C5. Legend of symbols, lines, abbreviations, etc. used on the plans.
C6. Site survey
C7. Assessor's Parcel Number(s) (APN) for adjacent properties to project site and within the vicinity of the project site.
C8. Location and dimensions of significant waterways, flood plains and/or other topographical features.
C9. Topography and source of topography dated no more than two years old with benchmark.
C10. Location of existing mature trees to be removed and replaced in compliance with Encinitas' Climate Action Plan,
C11. Location of street trees within the public ROW noted to be remain or be removed. Arborist report will be required if removed.
C12. Location and dimensions of present and proposed street and highway dedications and private access easements required to handle the traffic generated by the proposed uses.
C13. Location and dimensions of all driveways, access roads, and curb cuts, indicating the type of construction material.
C14. Sight distance triangle for all driveways and intersections.
C15. Locations and dimensions of trails and walks and indication of construction materials.
C16. Show fire access roads /driveways to meet the 150-foot hose pull requirement.
C17. Location and dimensions of all easements (open space, water, sewer, etc.)
C18. Required setbacks shown and dimensioned for primary and accessory structures. Indicate with a dashed line the building envelope(s) created by the setback lines. (Setbacks shall be taken from the ultimate street right-of-way even if a street dedication is not required. When a vehicular access easement is existing or proposed on a property, the setback shall be taken from the edge of the easement).
C19. Location of buildings and structures both existing and proposed, relative to each other and to the site boundaries. Note any structures to be demolished or removed. Indicate extensions of rooflines beyond building walls.
C20. Spot elevations of finished grade (dirt) and existing grade (dirt) show at all building walls. Finished floor shall be called out separately from finished grade for proposed structures.
C21. Engineering scale factor.
C22. Pad heights shown on grading/site plan and elevations.
C23. Rates of grade. Metes and bounds.
C24. Sections: Typical section of streets and alleys. Perpendicular overall site sections North/South and East/West.
C25. Indicate vertical and horizontal dimension of all proposed architectural projections (i.e. eaves, bay window, chimneys, decks, etc.) in any required setback. (See EMC Section 30.16.010.F.8 and 30.20.010.J.3 for additional information)

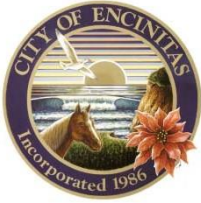
Items
C26. Where an attachment or minor addition to an existing building or structure is proposed, the plan shall indicate the relationship of such proposal to the existing development. Use hatching, shading or other means to clearly identify the area of addition.
C27. Location of walls, fences and hedges, and the indication of their height and type of construction materials. (Freestanding and retaining walls shall be differentiated. Combined wall/fence heights shall be indicated. Fences within the first 15 feet from the front property line shall be limited to four feet solid, or four feet solid plus an additional two feet constructed of a material that is at least 50 percent open).
C28. Location of refuse/recycling/organics collection/enclosures and an indication of the height and type of construction materials. EDCO concurrence letter required.
C29. Location of off-street parking and loading facilities, and their dimensions. See Chapter 30.54 for required number (or Specific Plan if applicable) and Offstreet Parking Design Manual for location and size. Reference Building Code standards for electrical vehicle space dimensions.
C30. Dimension of vehicular backing distance (minimum 24 feet required).
C31. Location of proposed electric vehicle charging spaces and associated branch circuit pre-wiring (as applicable). For new single-family or two-family dwellings, show the required branch circuit wiring for future electric vehicle charging installation. For new multi-family projects, hotel/motel, and non-residential projects, identify the location of all proposed electric vehicle charging spaces and provide a calculation demonstrating that at least 15 percent (multi-family) or 8 percent (hotel/motel and non-residential) of the total spaces provided are proposed to be electric vehicle charging spaces. For new hotels/motels, non-residential buildings and portions of mixed-use projects, provide a calculation demonstrating that at least eight percent of the total spaces provided are proposed to be electric vehicle charging spaces.
C32. Location of mechanical equipment and screening.
C33. Location and dimensions of any on-site trailer proposed to be used for construction office or residential purposes during construction, together with all related facilities.
C34. Location of nearest buildings adjacent to the project site.
C35. Location and type of significant vegetation and indicate whether they will remain or be removed.
C36. Locations and calculations of areas proposed to satisfy landscaping requirements, and landscaping required for parking areas.
C37. Show fuel modification zone for properties in any Fire Hazard Severity Zone. Indicate fuel modification method proposed (i.e. hand clearing, full removal of plants, etc.). A Fire Protection Plan shall be required for properties unable to meet 100-foot defensible space standards.
C38. Total area of land disturbance in square feet.
C39. Depiction of existing site contours and all proposed grading.
C40. Preliminary earthwork quantities including cut depth, fill height, import, export, and remedial grading.
C41. Area of total existing, total proposed, and net increase/decrease impervious surfaces in square feet.
C42. Depiction of existing and proposed drainage facilities. Plans shall indicate fire flow.
C43. Location and design of permanent post construction BMP/IMP facilities to collect and treat all runoff generated by new and or/removed and replaced impervious surfaces.
C44. Depiction of all existing legal lots. Please refer to legal description of the property.
C45. Depiction of existing and proposed public sanitary sewer and sewer laterals. Indicate which sewer agency will be serving the property, if applicable. Show location of existing and proposed septic system and the relation of all aspects of the system to the existing and proposed structures. Label "to remain" or "to be removed".
C46. Depiction of existing and proposed water mains, laterals, and meters and indication of size and type. Indicate which water agency will be serving the property, if applicable. Plans shall indicate fire flow.
C47. Depiction of existing gas lines and indication of size and type.
C48. Depiction of existing and proposed electrical, telephone, and cable TV lines with indication of size and type, and including locations of transformers, equipment cabinets, etc. Note whether lines are overhead (indicate pole locations) underground.
C49. Coastal Bluff Properties: Locations of geotechnical setbacks (40 feet, 50 feet, 1.5 safety of factor (SOF), 75-year erosion rate and combined 1.5 SOF and 75-year erosion rate.
C50. Inland Bluff Properties: Depict location of 25-foot setback.
C51. Location of mailboxes (mixed-use, multifamily, & subdivisions) with letter from the Postmaster
C52. Third Story setback line dimensioned (R30 sites).

Items
C53. Wetlands: Clearly depict limits of wetland areas and the required buffer setback from the wetland edge.
C54. Other: Upon Completeness and Compliance Review, others may apply.
D. <u>Average Lot Slope Exhibit. (Required for projects in all zones except Rural Residential (RR), Rural Residential 1 (RR-1) and Rural Residential 2 (RR-2)). For lots with an average lot slope greater than five percent:</u>
<p>D1. Provide a separate topographic site plan exhibit with the average lot slope depicted and calculated for the property. The average lot slope is determined by calculating the total change in elevation from setback line to setback line (rise/run) and is established by placing three run-lines across the property and taking the combined average slope of the three lines. The lines are to follow the slope of the property;(i.e., they are to be placed at right angles to the contour lines). For properties of an irregular shape and topography, additional run-lines may be required on the site plan to the satisfaction of the Development Services Director. Encinitas Municipal Code Section 30.16.010B6e.</p>
<p>E. <u>Slope Analysis Exhibit.</u> A slope analysis shall be submitted based upon a topographic map with contour intervals not exceeding two feet. This analysis will describe the following slope categories in acres, and will also graphically depict the location of each category on the topographic map:</p> <ul style="list-style-type: none"> a. Less than 25% slope. b. 25 to 40% slope. c. Greater than 40% slope. <p>Document the percentage of steep slopes (25 percent or greater in gradient for the site). For projects that include proposed encroachments into slope areas greater than 25 percent gradient, overlay the project's development footprint onto the steep slope exhibit and label the square feet and percentage of encroachment into steep slopes. If manufactured slopes are present on-site, then they should be clearly shown and documented on the slope analysis. Evidence (Historic Aerials, Geotechnical Report, Historic Topography) of the manufactured slopes shall be provided.</p>
F. <u>Floor Plans for each floor, denoting room type and interior configuration, accurately scaled and dimensioned. Floor Plans shall indicate/include:</u>
F1. North Arrow.
F2. Scale, graphic and written.
F3. Dimensions provided for each room, measured to the exterior surface of the exterior wall, as applicable.
F4. Each room labeled as to use.
F5. Garage and parking spaces provided identified with dimensions. Dimension each parking stall located within the garage. Dimension garage door width and height clearance. See Offstreet Parking Design Manual.
F6. Outline of any subterranean or basement area. For basements, clearly show that the basement area meets the definition of basement as per EMC Ch. 30.04: "BASEMENT shall mean a story partly or wholly underground. A basement shall be counted as a story for purposes of story limits where more than one-half (1/2) of its perimeter is more than four feet above the lower of natural or finished grade." See Basement Exhibit requirements below.
F7. For applications proposing or modifying alcohol service, floor plans must include details required as per the Operational Management Plan (Form O).
F8. Where an attachment or minor addition to an existing building or structure is proposed, the plan shall indicate the relationship of such proposal to the existing development.
F9. Outdoor dining clearly labeled. Label new verses existing when applicable.
F10. Please provide a separate Lot Coverage Calculation floor plan exhibit that visually depicts the areas included in the lot coverage calculation.
F11. Please provide a separate Floor Area Ratio Calculation floor plan exhibit that visually depicts the areas included and excluded in the floor area ratio calculation.
F12. Location of 250 cubic feet of lockable, enclosed storage area per unit within a garage/carport or within the main building. (Applies in R-11/R-15/R-20/R-25/R-30 zones).
F13. Location of 10 percent of floor area of the units shall be provided as private open space for both ground floor and units contained on the second floor. (Applies in R-11/R-15/R-20/R-25/R-30 zones).
F14. Mezzanine: Provide a separate exhibit clearly showing the square footage of the mezzanine floor area and the square footage of the room below floor area. Outline on the exhibit all areas utilized for the room below square footage to demonstrate it meets the Mezzanine definition EMC Chapter 30.04 Definitions.
F15. Other: Upon Completeness and Compliance Review, others may apply.

Items
G. <u>Basement Exhibit</u> shall indicate/include:
G1. The basement level floor plan showing the total linear feet of the perimeter basement walls and their linear dimensions
G2. Linear feet of the portions of the perimeter basement walls exposed less than or equal to four feet above the lower of natural or finished grade to the top of floor above.
G3. Linear feet of the portions of the perimeter basement walls exposed greater than four feet above the lower of natural or finished grade to the top of floor above.
G4. A basement calculation (percentage) of the total linear perimeter of the basement walls greater than four feet above the lower of the natural or finished grade, divided by the total linear length of the perimeter basement walls.
H. <u>Roof Plans</u> shall indicate/include:
H1. Locations of ridges, hips, valleys, crickets, parapets, etc.
H2. Direction of drainage flow.
H3. Existing and proposed roof pitch.
H4. Dimensions of eaves and other roof projections.
H5. Roof decks.
H6. Area for installation of solar energy systems.
H7. Other: Upon Completeness and Compliance Review, others may apply.
I. <u>Elevations.</u> Must accurately show proposed finished building appearance, consistent with site/floor plans – <i>NOT CONCEPTUAL. Provide elevations of all exterior building walls including courtyard elevations; each elevation sheet shall indicate/include:</i>
I1. The lines of the existing exterior grade and proposed finished exterior grade distinguished and shown at the building wall. If no changes to the grade are proposed, please call out the grade as both the existing and finished grade. Note: Heights are taken from grade (dirt), which excludes any hard surface above grade including sidewalk, pavement, etc.)
I2. The height of buildings and structures and all applicable dimensions, from the lower of existing exterior grade or proposed finished exterior grade. Per the underlying zone, clearly show the maximum height limits on each elevation as measured from the lower of existing or finished grades. See I1.
I3. Roof treatment and indication of roof pitch.
I4. Window and door treatment.
I5. Any exterior mechanical equipment along with any proposed screening of such.
I6. Notes or details sufficient to define all design features, including dimensions/sizes of elements.
I7. Building materials, finishes and colors.
I8. Shadows to indicate horizontal depths, done in a technique that does not obscure elevation features in shadowed areas.
I9. Where an attachment or minor addition to an existing building or structure is proposed, the plan shall indicate the relationship of such proposal to the existing development.
I10. Vertical and horizontal dimensions of all architectural projections (i.e. roof eaves, bay window, chimney, etc.).
I11. Call out existing and proposed spot elevations at each corner of each building.
I12. Call out pad height for each lot.
I13. For basement elements, clearly identify areas where the lower of natural or finished grades are exposed more than four feet on all elevations.
I14. Colored renderings: required once design is accepted by Project Planner.
I15. Façade Wall Plan Exhibit (R30 sites)
I16. Other: Upon Completeness and Compliance Review, others may apply.
J. <u>Sign Information.</u> (if signage is to be provided)
J1. Location and size (show dimensions and area in square feet) of existing and proposed exterior signs and outdoor advertising.
J2. The nature of temporary or seasonal on-site advertising.
J3. Complete drawings indicating design, materials, colors and lighting method of proposed signage.

Items
J4. Other: Upon Completeness and Compliance Review, others may apply.
K. <u>Lighting Plan.</u> A separate lighting plan or lighting information incorporated into other project plans shall indicate/include:
K1. The location of exterior lighting standards and devices.
K2. The plan shall be adequate to review possible hazards and disturbances to the public and adjacent properties.
K3. Fixture cuts from manufacturer shall be provided for all fixtures proposed, describing dimensions, materials and colors.
K4. Photometric studies may be required.
K5. Other: Upon Completeness and Compliance Review, others may apply.
L. <u>Preliminary landscape and irrigation plans</u> showing landscaping, paving and other hardscape and irrigation. Such plans shall include all of the information listed below and that required for the project type as per the City's Water Efficient Landscape Regulations (EMC Ch. 23.26), including but not limited to:
L1. Water budget information and calculations.
L2. A list of all plants existing on site and adjacent rights-of-way (ROW) indicating the botanical and common name of all plants and the size of each plant. Group plants by type: trees, shrubs, ground cover. Use a symbol for each plant to correlate with the plan.
L3. A plan showing the existing condition of the site and identifying all plants existing on the site and adjacent ROW. Include trunk DBH (diameter at breast height) for trees with DBH greater than four inches. Use a symbol for each plant to correlate with the list.
L4. Plant schedule on the plans indicating the botanical and common name of all plants and the size of each plant proposed and existing, to be retained, including any ROW street trees and/or other plantings. Group plant by type: trees, shrubs, ground cover.
L5. A plan identifying all plants proposed and existing, to be retained, including any ROW street trees or other plantings. Use a symbol for each plant to correlate with the list.
L6. Features and characteristics of the project site and adjacent properties and ROW including but not limited to property lines, streets, street names, driveways, walkways and trails, other paved areas, the footprint of existing and proposed structures, water features, fences, freestanding walls and retaining walls.
L7. Elevations of new structures, including but not limited to walls, fences, trellises and gazebos. Indicate proposed materials, colors, finishes and dimensions. Include elevations of these new structures in colored elevations.
L8. Location of fuel modification zone(s) and any proposed plantings within the fuel modification zone(s). Properties located in any Fire Hazard Severity Zone shall utilize the approved plant lists of the City of Encinitas and San Diego County DPLU.
L9. Approximate location of all irrigation lines, valves, and heads. Required at discretionary for any landscape work in City's right-of-way.
L10. Locations of walls and fences and indication of height and type of construction materials (freestanding and retaining walls shall be differentiated). Include a cross-section of each wall and fence.
L11. Locations of trails and walks and indication of construction materials and widths.
L12. Areas paved for parking or driving, differentiated from areas intended for landscape planting or hardscape. Indicate proposed materials, colors, finishes and dimensions.
L13. Exterior dimensions and area in square feet for each landscape planter area proposed.
L14. Calculation of site area devoted to landscaping and percentage of parking lot area devoted to landscaping.
L15. Calculation showing a minimum of 30 trees per net acre consisting of 15-gallon box specimens (Applies in R-11/R-15/R-20/R-25/R-30 zones).
L16. Show and dimension 15-foot landscape buffer, when applicable. Check zoning standards.
L17. Separate diagram/sheet identifying private versus common open space (R30 and high-density zones)
L18. A scale of no less than 1" = 20' shall be used for all landscape and irrigation plans.
L19. Other: Upon Completeness and Compliance Review, others may apply.
M. <u>Project color and material information.</u> Submit digital color photos of project materials, finishes, and colors. Include information on all project materials, including but not limited to information on buildings, trellises, gazebos, walls, fences, lights, driveways and walkways.
N. <u>Variances.</u> Projects proposing variances from structural development standards shall include in the project drawings all of the information outlined in the "Variance Application Supplement."

Items
O. Citizen Participation Program Meeting (Final Report approved by Staff)
P. Technical Studies/Reports as required by each discipline (Planning, Engineering, Fire, Traffic, Water etc.). Please note that some studies/reports may be required upon first completeness review. Others may be required during compliance review.
Q. All studies, reports, or other information required to be submitted for projects, as required under the Mitigation Monitoring and Reporting Program for the Programmatic Environmental Impact Report for the General Plan. If applicable, see specifically Environmental Assessment for Housing Element.
R. Alcohol Service Establishments Form – Existing (<i>for modifications to existing establishments</i>)
S. Alcohol Service Establishments Form – New (<i>for new establishments</i>)
T. A Hazardous Waste Substances Statement if the project or any alternatives are located on a site which is included on any of the Hazardous Waste and Substances list compiled by the Secretary for Environmental Protection pursuant to Section 65962.5 of the Government Code.
U. Housing Application Supplement/Income Verification Form (required for any existing units (legal or non-legal) to be converted, redistributed/reconfigured or demolished)
V. Affordable Housing Plan (required for Inclusionary Housing requirements): <u>Encinitas Municipal Code Section 30.41.090 A</u>
W. Density Bonus Report: <u>Encinitas Municipal Code Section 30.16.020 C 4 b</u>
X. Wireless Facilities Supplemental Materials
Y. Climate Action Plan - Green Building Checklist
Z. Residential/Commercial Building Record



**City of Encinitas
Stormwater Intake Form for All Developments
and Standard / Basic Project SWQMP**

SW

Project Identification			
Project/Applicant Name:			
Permit/Application Number:		Date:	
Site Address:		APN:	
Scope of work/project description:			
Determination of Project Status and Requirements			
This form will identify permanent, post construction BMP requirements. Refer to City of Encinitas Stormwater BMP Design Manual for guidance.			
Step 1: Is the project a "development project"? Development projects are defined as "construction, rehabilitation, redevelopment, or reconstruction of any public or private projects". See Section 1.3 and Table 1-2 of the manual for guidance. For example, interior remodels, roof replacements, and electrical and plumbing work are not development projects.		<input type="checkbox"/> Yes	Go to Step 2.
<input type="checkbox"/> No		Stop. Permanent BMP requirements do not apply. No SWQMP will be required. Provide discussion below.	
If "No", provide discussion / justification explaining why the project is <u>not</u> a "development project":			
Step 2: Complete questions below for Project Type Determination. The project is (select one): <input type="checkbox"/> New Development <input type="checkbox"/> Redevelopment			
The total proposed, newly created and/or replaced impervious area is: _____ ft ²			
Is the project in any of the following categories, (a) through (f) below?			
Yes <input type="checkbox"/>	No <input type="checkbox"/>	(a)	New development projects or redevelopment projects that create and/or replaced 10,000 square feet or more of impervious surfaces (collectively over the entire project site). This includes commercial, industrial, residential, mixed-use, and public development projects.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	(b)	Redevelopment projects that create and/or replace 5,000 square feet or more of impervious surface (collectively over the entire project site on an existing site of 10,000 square feet or more of impervious surfaces). This includes commercial, industrial, residential, mixed-use, and public development projects.
Yes <input type="checkbox"/>	No <input type="checkbox"/>	(c)	New and redevelopment projects that create and/or replace 5,000 square feet or more of impervious surface (collectively over the entire project site), and support one or more of the following uses: (i) Restaurants. This category is defined as a facility that sells prepared foods and drinks for consumption, including stationary lunch counters and refreshment stands selling prepared foods and drinks for immediate consumption (SIC code 5812).



			<p>(ii) Hillside development projects. This category includes development on any natural slope that is twenty-five percent or greater.</p> <p>(iii) Parking lots. This category is defined as a land area or facility for the temporary parking or storage of motor vehicles used personally, for business, or for commerce.</p> <p>(iv) Streets, roads, highways, freeways, and driveways. This category is defined as any paved impervious surface used for the transportation of automobiles, trucks, motorcycles, and other vehicles.</p>
<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	(d)	<p>New or redevelopment projects that create and/or replace 2,500 square feet or more of impervious surface (collectively over the entire project site), and discharge directly to an Environmentally Sensitive Area (ESA). "Discharge directly to" includes flow that is conveyed overland a distance of 200 feet or less from the project to the ESA, or conveyed in a pipe or open channel any distance as an isolated flow from the project to the ESA (i.e. not commingled with flows from adjacent lands).</p> <p><u>Note: ESAs are areas that include but are not limited to all Clean Water Act Section 303(d) impaired water bodies; areas designated as Areas of Special Biological Significance by the State Water Board and SDRWQCB; State Water Quality Protected Areas; water bodies designated with the RARE beneficial use by the State Water Board and SDRWQCB; and any other equivalent environmentally sensitive areas which have been identified by the Copermittees. See manual Section 1.4.2 for additional guidance.</u></p>
<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	(e)	<p>New development projects, or redevelopment projects that create and/or replace 5,000 square feet or more of impervious surface, that support one or more of the following uses:</p> <p>(i) Automotive repair shops. This category is defined as a facility that is categorized in any one of the following SIC codes: 5013, 5014, 5541, 7532-7534, or 7536-7539.</p> <p>(ii) Retail gasoline outlets. This category includes retail gasoline outlets that meet the following criteria: (a) 5,000 square feet or more or (b) a projected Average Daily Traffic of 100 or more vehicles per day.</p>
<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>	(f)	<p>New or redevelopment projects that result in the disturbance of one or more acres of land and are expected to generate pollutants post construction.</p> <p><i>Note: See BMP manual for exclusions specific to this category.</i></p>
<p>Does the project meet the definition of one or more of the PDP categories (a) through (f) listed above?</p> <p><input type="checkbox"/> Yes – The project is a <u>Priority Development Project</u>, the applicant shall provide PDP Post Construction BMPs and provide a PDP SWQMP. <i>Stop here and complete PDP SWQMP.</i></p> <p><input type="checkbox"/> No – Does the project propose <u>500 SF</u> or more of new and/or replaced impervious surface area?</p> <p><input type="checkbox"/> Yes – The project is a <u>Standard Project</u>, the applicant shall implement Structural Post Construction BMPs, site design, and source control BMPs. <i>Complete Step 3, 4, & 5.</i></p> <p><input type="checkbox"/> No – The project is a <u>Basic Project</u>, the applicant shall implement site design and source control measures. <i>Complete Step 3 & 4.</i></p>			



Step 3: Source Control BMP Checklist – All “Development Projects” Must Complete

All development projects must implement source control BMPs SC-1 through SC-6 where applicable and feasible. See Chapter 4 and Appendix E of the manual for information to implement source control BMPs shown in this checklist.

Answer each category below pursuant to the following.

- "Yes" means the project will implement the source control BMP as described in Chapter 4 and/or Appendix E of the manual. Discussion / justification is not required.
- "No" means the BMP is applicable to the project but it is not feasible to implement. Discussion / justification must be provided.
- "N/A" means the BMP is not applicable at the project site because the project does not include the feature that is addressed by the BMP (e.g., the project has no outdoor materials storage areas). Discussion / justification may be provided.

Source Control Requirement	Applied?		
SC-1 Prevention of Illicit Discharges into the storm drain	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
SC-2 Storm Drain Stenciling or Signage	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
SC-3 Protect Outdoor Materials Storage Areas from Rainfall, Run-On, Runoff, and Wind Dispersal	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
SC-4 Protect Materials Stored in Outdoor Work Areas from Rainfall, Run-On, Runoff, and Wind Dispersal	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
SC-5 Protect Trash Storage Areas from Rainfall, Run-On, Runoff, and Wind Dispersal	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
SC-6 Additional BMPs Based on Potential Sources of Runoff Pollutants (must answer for each source listed below)			
<input type="checkbox"/> Onsite storm drain inlets	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input type="checkbox"/> Interior floor drains and elevator shaft sump pumps drain to sewer	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input type="checkbox"/> Interior parking garages drain to sewer	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input type="checkbox"/> Need for future indoor & structural pest control	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input type="checkbox"/> Landscape/outdoor pesticide use	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input type="checkbox"/> Pools, spas, ponds, decorative fountains, and other water features	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input type="checkbox"/> Food service	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input type="checkbox"/> Refuse/Trash areas must be covered	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input type="checkbox"/> Industrial processes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input type="checkbox"/> Outdoor storage of equipment or materials must be covered	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input type="checkbox"/> Vehicle and equipment cleaning	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input type="checkbox"/> Vehicle/equipment repair and maintenance	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input type="checkbox"/> Fuel dispensing areas	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input type="checkbox"/> Loading docks	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input type="checkbox"/> Fire sprinkler test water	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input type="checkbox"/> Miscellaneous drain or wash water	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<input type="checkbox"/> Plazas, sidewalks, and parking lots	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Discussion / justification if SC-1 through SC-6 not implemented. Justification must be provided for ALL "No" answers shown above.



Step 4: Site Design BMP Checklist – All “Development Projects” Must Complete

All development projects must implement site design BMPs SD-1 through SD-8 where applicable and feasible. See Chapter 4 and Appendix E of the manual for information to implement site design BMPs shown in this checklist.

Answer each category below pursuant to the following.

- "Yes" means the project will implement the site design BMP as described in Chapter 4 and/or Appendix E of the manual. Discussion / justification is not required.
- "No" means the BMP is applicable to the project but it is not feasible to implement. Discussion / justification must be provided.
- "N/A" means the BMP is not applicable at the project site because the project does not include the feature that is addressed by the BMP (e.g., the project site has no existing natural areas to conserve). Discussion / justification may be provided.

Source Control Requirement	Applied?		
SD-1 Maintain Natural Drainage Pathways and Hydrologic Features	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
SD-2 Conserve Natural Areas, Soils, and Vegetation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
SD-3 Minimize Impervious Area	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
SD-4 Minimize Soil Compaction	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
SD-5 Impervious Area Dispersion - Directly Connected Impervious Areas (e.g. roof downspouts connected to street) are not allowed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
SD-6 Runoff Collection	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
SD-7 Landscaping with Native or Drought Tolerant Species	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
SD-8 Harvesting and Using Precipitation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Discussion / justification if SD-1 through SD-8 not implemented. Justification must be provided for ALL "No" answers shown above.

Step 5: Standard Project BMP Sizing for ≥500sf New/Replaced Impervious Surface Areas

Projects that create and/or remove and replace 500sf or greater of impervious surface collectively over the entire project site shall provide natural biofiltration and/or bioretention BMPs. The applicant may use the Design Capture Volume method (attach calculations hereon; see Appendix B of BMP Design Manual), or may utilize the following calculation:

MINIMUM EFFECTIVE BMP AREA = 0.04 x Total new and/or removed and replaced impervious surfaces

Describe the selected Structural BMP Design including type, location, size, etc. below:



Project Owner's Certification:

I hereby acknowledge that my project is subject to the stormwater quality regulations of the City of Encinitas and certify that my project will provide satisfactory stormwater quality measures both during the construction process and afterwards.

If my project is designated as a Priority or a Standard Project, I further acknowledge my understanding that the permanent stormwater treatment features must remain in place, be inspected at least once annually, and be maintained in good working order. Removal or modification of these features without prior City authorization is prohibited.

I certify that I have reviewed the information contained in this form and verified that it is both complete and correct.

Signature of Owner

Date

Print Name

Company Name

Agent's Certification:

I hereby certify that this project will be designed in conformance with the stormwater quality regulations of the City of Encinitas.

I certify that I have reviewed the information contained in this form and verified that it is both complete and correct.

Signature of Agent

Date

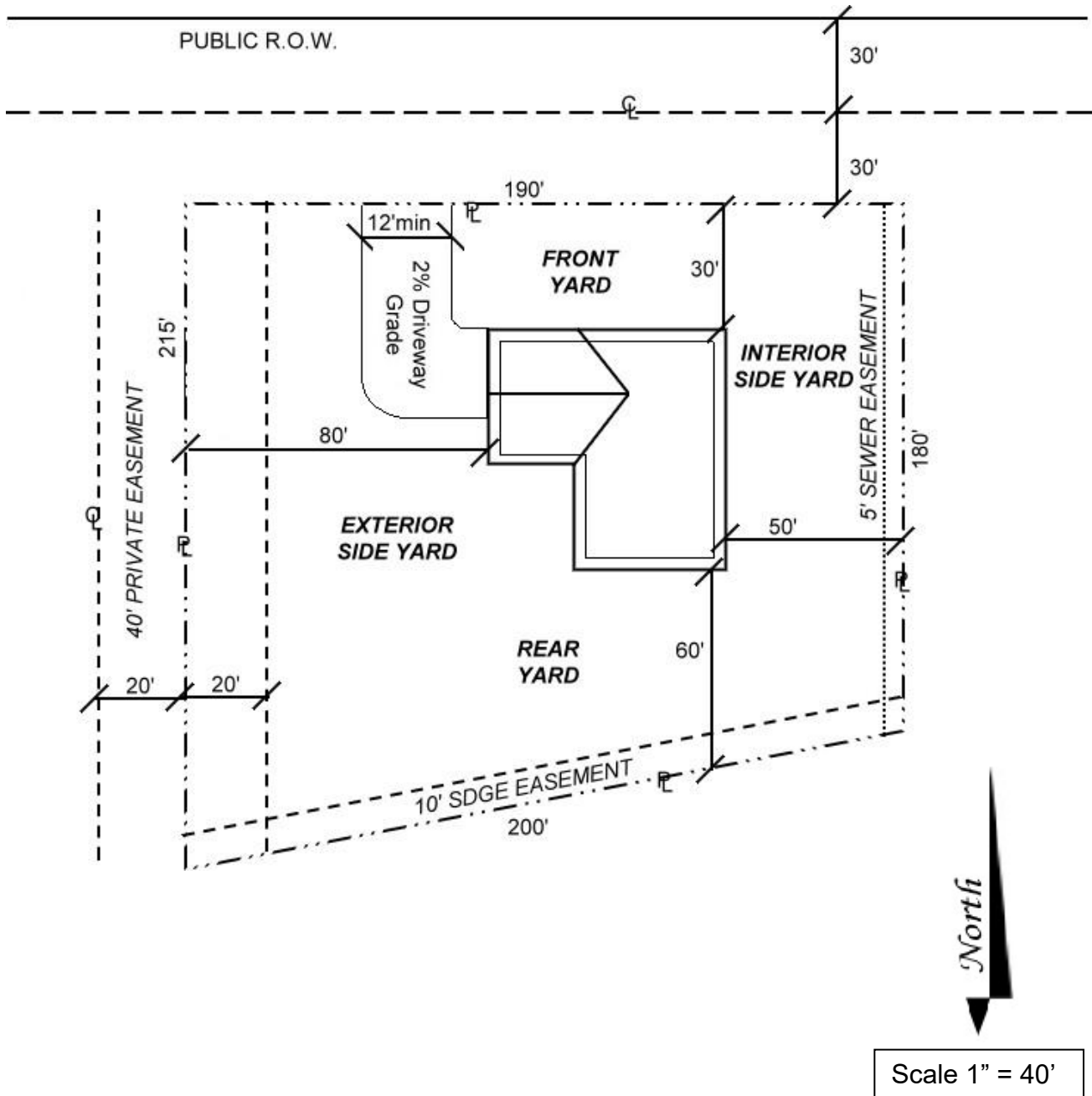
Print Name

Company Name

Working Capacity of Agent (architect, engineer)

Place Professional Seal Above

Site Plan Sample – Not for Construction Purposes



Assessor's Parcel Number: _____
Zoning: _____
Floor Area Ratio: _____
Lot Coverage: _____
Project Description: _____
Site Address: _____

NET ACREAGE CALCULATIONS

GROSS ACRES _____ +/- Ac.

LESS: Dedication _____ +/- Ac.

Proposed _____ Rd. _____ +/- Ac.

Private Streets _____ +/- Ac.

Significant Wetlands _____ +/- Ac.

Utility Easements _____ +/- Ac.

NET ACRES _____ +/- Ac.

SLOPE DENSITY RANGE CALCULATION**A. MAXIMUM RANGE:**

<u>SLOPE</u>	<u>NET ACRES</u>	<u>DENSITY</u>	<u>DWELLING UNITS</u>
0 - 25%	_____	x _____ D.U. =	_____
25 - 40%	_____ ÷ 2	x _____ D.U. =	_____
40% +	_____	-	<u>none</u>
		Total	_____ D.U.'s

B. MID-RANGE:

<u>SLOPE</u>	<u>NET ACRES</u>	<u>DENSITY</u>	<u>DWELLING UNITS</u>
0 - 25%	_____	x _____ =	_____
25 - 40%	_____ ÷ 2	x _____ =	_____
40% +	_____	-	<u>none</u>
		Total	_____ D.U.'s

Historic Resources Supplement
(Consult Planning Staff for Assistance in Completing this Form)

- ☐ Check here if the project site includes any historic resource listed on the national, state, or local register.
- ☐ Check here if the project site is identified on the City's list of potentially landmark eligible properties.

If either of the above boxes is checked, then the project site contains resources considered to be historically or culturally significant. If neither box is checked but the site contains a structure that is at least 50 years old, attach form DPR 523, prepared by a qualified historical architecture consultant approved by the City. Planning staff will determine within 30 days whether the structure is a historical resource.

- ☐ Check here if DPR 523 is attached.

Applicant Signature _____ Date _____

Verification by Planning Staff

By:

Name:

Title:

Application No.: _____

Housing Supplement

*Required For All New Residential Developments Containing Existing Residential Structures,
Regardless of Use or Occupancy.*

1. How many housing units (occupied or unoccupied) currently exist on the site? _____
 How many of the existing units will be demolished by the proposed project? _____
 How many housing units will be created by the proposed project? _____

([G.C. Section 66300\(d\)\(1\)](#) requires the project to create at least as many units as will be demolished.)

Bedroom Count	Number of Units	Units to be Demolished
1-bedroom (incl. studios)		
2-bedroom		
3-bedroom		
4-bedrooms		

** For larger units, attach additional unit counts and information.*

2. For all housing units that existed on the site during the five-year period preceding the application date (including vacant and demolished units), identify the following units: ("protected" units as defined in California Government Code [G.C. Section 66300\(d\)\(2\)\(F\)\(iv\)](#)):

a. Restricted Affordable Lower Income Units: Indicate the number of units by bedroom count on the site for that were at any time subject to a recorded covenant, ordinance, or law that restricted rents or prices to be affordable to lower or very low-income households during the five-year period preceding the application date.

Bedroom Count	Number of Units	Units to be Demolished
1-bedroom (incl. studios)		
2-bedroom		
3-bedroom		
4-bedrooms		

** For larger units, attach additional unit counts and information.*

b. Units Subject to Rent Control or Price Control: Indicate the number of units by bedroom count on the site that have been subject to rent control (whether state or local law) during the five-year period preceding the application date.

Bedroom Count	Number of Units	Units to be Demolished
1-bedroom (incl. studios)		
2-bedroom		
3-bedroom		
4-bedrooms		

** For larger units, attach additional unit counts and informati*

c. All Occupied Units; Incomes of Existing Tenants: Provide documentation of the current incomes for each household now occupying units on the site, by bedroom count. Please complete a **Tenant Income Form** for each unit. If incomes are unknown, please indicate.

Bedroom Count	Number of Units	Units to be Demolished	Tenant Income Form (Y/N)
1-bedroom (incl. studios)			
2-bedroom			
3-bedroom			
4-bedrooms			

** For larger units, attach additional unit counts and information.*

d. All Unoccupied Units; Incomes of Former Tenants: Indicate the number of units by bedroom count, which have been unoccupied, on the site during the five-year period preceding the application date and provide documentation of the income(s) of the last household(s) occupying each unit, by bedroom count. Please complete a **Tenant Income Form** for each unit. If the household incomes are unknown, please indicate.

Bedroom Count	Number of Units	Units to be Demolished	Tenant Income Form (Y/N)
1-bedroom (incl. studios)			
2-bedroom			
3-bedroom			
4-bedrooms			

** For larger units, attach additional unit counts and information.*

e. All Demolished Units; Incomes of Former Tenants: Indicate the number of units by bedroom count, which have been demolished during a five-year period preceding the application date and provide documentation of the income(s) of each household(s) occupying each unit at the time when the maximum number of units existed on the site. Please complete a **Tenant Income Form** for each unit. If household incomes are unknown, please indicate.

Bedroom Count	Number of Units	Units Demolished	Tenant Income Form (Y/N)
1-bedroom (incl. studios)			
2-bedroom			
3-bedroom			
4-bedrooms			

** For larger units, attach additional unit counts and information.*

f. Identify any housing units, by bedroom count, withdrawn from rent or lease under the Ellis Act in the past 10 years. These are also "protected" units.

Bedroom Count	Number of Units	Units to be Demolished
1-bedroom (incl. studios)		
2-bedroom		
3-bedroom		
4-bedrooms		

** For larger units, attach additional unit counts and information.*

Housing Supplement - Tenant Income Form

***** IMPORTANT – PLEASE READ *****

California State Law ([G.C. Section 66300 et. seq.](#)) requires that when a development proposes to remove existing residential units, that at the minimum, the development replace those housing units.

Additionally, State Law provides that certain households residing in those existing housing units may be eligible for relocation and housing assistance. This form will help determine your household's eligibility, so it is very important that this form be completed accurately and completely, including applicable documentation.

If you have any questions or need assistance with completing this form, please contact the Housing Hotline at (760) 633-2723 or housing@encinitasca.gov.

ADDRESS:		BEDROOM COUNT	
RENT:		INCLUDED UTILITIES	WATER SEWER TRASH GAS/ELECTRICITY
HOUSEHOLD COMPOSITION			
	Name	Age	Race
			Ethnicity (Hispanic/Non-Hispanic)
1			
2			
3			
4			
5			

Household income includes the combined gross income of each adult (over 18 years) household member. Source documentation is required. Please check applicable source(s) and include recent documentation. Additional documentation may be requested.

- | | | |
|------------------------------------------------------|---------------------------------------------------------------|------------------------------------------------------------------------------------|
| <input type="checkbox"/> W2 | <input type="checkbox"/> Social Security/Supplementary Income | <input type="checkbox"/> Profit/Loss Statement – Self Employment (6 recent months) |
| <input type="checkbox"/> Pay Stubs (3 recent months) | <input type="checkbox"/> Unemployment or Public Assistance | |

GROSS ANNUAL INCOME				
Name	Employment/Wages	Soc. Security/Pension	Public Assistance/Unemployment	Other Income
TOTALS	\$	\$	\$	\$
Add totals from above:				\$

ASSETS			
Name	Asset Type (Checking, Savings, 401k, etc....)	Cash Value of Asset	Annual Income From Asset (Interest or Dividends)
TOTALS:		\$	\$
If Total Cash Value of All Assets Exceeds \$5,000, Multiply by HUD Passbook Rate for Imputed		Passbook Rate X Currently <u>.80%</u>	= Imputed Income \$
Add totals from above:			\$
Add greater of Actual Income or Imputed Income from Assets			
Total Annual Household Income from all Sources:			\$

CERTIFICATION

APPLICANT CERTIFICATION

I/We, _____ (name) have read the information submitted above and certify that the information is accurate and complete to my/our knowledge.

Name

Signature

Date

Name

Signature

Date

TENANT CERTIFICATION

I/We, _____ (name) certify that I/we currently reside at (address), and that my/our household's **annual gross income** is \$ _____ and my/our monthly rental payment is \$ _____. I/We have read the information submitted above and certify that the information is accurate and complete to my/our knowledge. I/We understand that persons living in this residence may be eligible for relocation and housing assistance, and additional documentation may be requested to determine my/our eligibility.

Name

Signature

Date

Name

Signature

Date

Número de Solicitud.: _____

Suplemento de Vivienda - Formulario de Ingresos del Inquilino

*** **IMPORTANTE - POR FAVOR LEA** ***

La Ley del Estado de California ([G.C. Section 66300 et. seq.](#)) requiere que cuando un desarrollo proponga eliminar unidades residenciales existentes, como mínimo, el desarrollo reemplace esas unidades de vivienda.

Además, la ley estatal establece que ciertos hogares que residen en esas unidades de vivienda existentes pueden ser elegibles para asistencia de reubicación y vivienda. Este formulario ayudará a determinar la elegibilidad de su hogar, por lo que es muy importante que este formulario se complete de manera precisa y completa, incluida la documentación correspondiente.

Si tiene alguna pregunta o necesita ayuda para completar este formulario, comuníquese con Housing Hot-Hotline al (760)633-2723 o housing@encinitasca.gov.

DIRECCIÓN:		HABITACIONES:	
RENTA:		UTILIDADES INCLUIDAS:	AGUA ALCANTARILLA BASURA GAS/ELECTRICIDAD

COMPOSICIÓN DEL HOGAR				
	Nombre	Edad	Raza	Etnicidad (hispano/no hispano)
1				
2				
3				
4				
5				

El ingreso familiar incluye el ingreso bruto combinado de cada miembro adulto (mayor de 18 años) del hogar. Se requiere documentación de origen. Marque los documentos correspondientes e inclúyalos. Se puede solicitar documentación adicional.

- ☐ W2
 ☐ Seguridad Social/Security/Renta Complementaria
 ☐ Estado de ganancias/pérdidas: Propio Empleo (6 últimos meses)
- ☐ Recibos de pago (3 meses recientes)
 ☐ Desempleo o Asistencia Pública

INGRESO BRUTO ANUAL				
Nombre	Empleo o Salarios	Seguro Social/Pensiones	Asistencia Pública	Otros Ingresos
TOTALS	\$	\$	\$	\$
Agregar totales desde arriba:				\$

INGRESOS DEL ACTIVO			
Nombre	Tipo de Activo (Cheques, Ahorros, 401k, etc....)	Valor en Efectivo del Activo	Renta Anual de Activos (Intereses o Dividendos)
TOTALS:		\$	\$

Si el valor total en efectivo de todos los activos supera los \$5,000, multiplique el total por la tasa de la libreta de HUD para calcular el ingreso imputado	Tasa de Libreta X Actual .80%	= Imputado Ingreso	\$
Agregar totales desde arriba: (Agregue el ingreso real o el ingreso imputado del activo al ingreso total)			\$
Ingreso familiar anual total de todas las fuentes:			\$

CERTIFICACIÓN

CERTIFICACIÓN DEL SOLICITANTE

Yo/nosotros, _____ (nombre) hemos leído la información presentada anteriormente y certifico que la información es precisa y completa según mi/nuestro conocimiento.

_____	_____	_____
Nombre	Firma	Fecha

CERTIFICACIÓN DE INQUILINO

Yo/nosotros, _____ (nombre) certifico que yo/nosotros residimos actualmente en (dirección), y que el ingreso bruto anual de mi/nuestro hogar es \$_____ y mi/nuestro pago mensual de alquiler es \$_____. Yo/nosotros hemos leído la información presentada anteriormente y certifico que la información es precisa y completa según mi/nuestro conocimiento. Yo/nosotros entendemos que las personas que viven en esta residencia pueden ser elegibles para asistencia de reubicación y vivienda, y se puede solicitar documentación adicional para determinar mi/nuestra elegibilidad.

_____	_____	_____
Nombre	Firma	Fecha

_____	_____	_____
Nombre	Firma	Fecha